

SPECIAL NON-MERIT RECRUITMENT VACANCY ANNOUNCEMENT

Classification Title – Office Support Assistant II, 9003

Date Posted – 6 December 2010

Pay Grade/Salary Range – Grade 08, \$1,658.16 - \$2,196.52

Agency – Military Affairs, Facilities Division

Work Location – Fort Knox Kentucky, Hardin County

Agency Comments – This position is an Unclassified, Non-Merit, Non P-1 position under KRS 36.040(1)(r).

General Job Duties – Performs the multiple duties involved in the operations of the 751st Troop Command's Chargeable Transient Quarters (CTQ) program. Maintains the general appearance and cleanliness of Building 2371 common areas. Plans and executes all housekeeping functions. Maintains inventory of cleaning supplies, linen and laundry. Prepares and maintains records and reports of housekeeping operations. Receives, confirms and cancels reservations of guest utilizing the 751st TC CTQ facilities. Registers and checks out guests. Receives, post and/or bill guest, units and/or other organizations. Prepares guest portfolios. Operates telephone system. Performs clerical work. Provides other services necessary to the performance and success of the 751st CTQ program.

Minimum Requirements – Education: High school graduate. Experience: Must have two years of office support experience. Substitution Clause: Education: Additional education will substitute for the required experience on a year-for-year basis. Experience: None. Substitution Clause: Education: Graduate study in the natural or physical sciences will substitute for the required experience on a year-for-year basis. Experience: Professional experience in natural resources, environmental control or a related area will substitute for the required education on a year-for-year basis.

General Description of Benefits – Excellent benefits including paid health and life insurance, vacation and sick leave, holiday pay, retirement and optional deferred compensation plan.

How to Apply – Contact Teresa Lee, HR Administrator, Department of Military Affairs at teresa.lee2@us.army.mil or 502-607-1237.

Application for Deadline – 16 December 2010